



November 4, 2021

Re: COVID-19 Vaccination Mandate Details

Team Members,

This morning, [CMS](#) and [OSHA](#) released details of the regulations requiring employers to implement a COVID-19 vaccination mandate policy. All healthcare providers (CMS) and companies with over 100 employees (OSHA) fall under these mandates. The two agencies' mandates are similar, however Messiah Lifeways is a healthcare employer, and therefore falls under the more restrictive CMS regulations, which apply to both clinical and non-clinical employees.

Messiah Lifeways intends to comply with these regulations as outlined below. You are also welcome to read the policy in full -- all team members will be asked to acknowledge receipt of this policy in Paycom.

**Here's a quick summary of important dates (continue reading for details about each one):**

- **Friday, November 12:** Declaration of Intent due (Paycom) from all unvaccinated team members.
- **Wednesday, November 24:** Medical/Religious exemption request forms due to HR.
- **Wednesday, December 1:** Notification of exemption approval or denial from HR & Leadership Team member.
- **Sunday, December 5:** Deadline to receive first COVID-19 vaccination dose (if Pfizer or Moderna).
- **Tuesday, January 4, 2022:** Deadline to receive final/2nd COVID-19 vaccination dose (2nd if Pfizer or Moderna; Single dose if Johnson & Johnson).

**Who do the regulations apply to?**

All Messiah Lifeways team members (clinical and non-clinical), on site vendors, and volunteers.

**When does the mandate take effect?**

Team members must have received their first vaccination dose by Sunday, December 5, 2021, and show proof of vaccination to Human Resources. (First dose of Pfizer or Moderna or one dose of Johnson & Johnson).

Team members must have received their 2nd/final vaccination dose by Tuesday, January 4, 2022 and show proof of vaccination to Human Resources. (Second dose of Pfizer or Moderna or one dose of Johnson & Johnson). Boosters are not required.

If you do intend to get vaccinated and do not meet the above deadlines, you will be placed on unpaid leave until you are in compliance. You are still required to complete a medical exemption form in this case and submit it to HR. Extension of deadlines will be considered on a case by case basis and processed in consultation with HR.

**If I am currently unvaccinated, what next steps should I take?**

All unvaccinated team members must complete a "Declaration of Intent," selecting one of the three options below, by Friday, November 12. This declaration of intent survey will be available through Paycom within the next 24 hours.

You will be asked to choose one of three options:

1. I intend to get vaccinated against COVID-19
2. I intend to decline vaccination (details below)
3. I intend to apply for an exemption (details below)

### **Will Medical and/or Religious exemptions be considered?**

Yes. You may pick up a Medical and/or Religious exemption form from the HR Office or Village Center Resident & Guest Services (front desk) beginning today. For exemption requests to be considered, forms must be completed and returned to Human Resources by Wednesday, November 24.

All exemption requests will be reviewed during the week of November 24 - December 1, 2021. You will receive notice of approval or denial by the end of business day on Wednesday, December 1. Exemption requests will be reviewed by the following panels:

- **Medical Exemption Requests:** Dr. Faith Matzoni (Medical Director), Kelly Dougherty (Sr. Director of Human Resources), and your Leadership Team member
- **Religious Exemption Requests:** Kerry Hoke (Sr. Dir. of Enrichment Services/Pastoral representation), Christina Weber (VP of Human Resources & CSS), and your Leadership Team member

### **What happens if I choose not to get vaccinated and do not qualify for an exemption?**

If you have communicated with us your intentions, we will consider your declination a voluntary resignation, effective January 4, 2022, and PTO benefits will be paid out provided you work out your required notice and all scheduled hours are worked. If you do not declare intent and have not been vaccinated by January 4, you will be terminated for non-compliance with company policy and PTO will not be paid out.

CMS does not allow for a routine testing option in place of vaccination.

### **COVID-19 Vaccination opportunities:**

Two on-campus vaccination clinics for team members will be offered over the coming months (more details coming soon). You can also get vaccinated off campus (ie. CVS, Rite Aid). Appointments are convenient and readily available through their websites, or search by zip code at [Vaccines.gov](https://www.vaccines.gov).

### **Who should I contact if I have more questions?**

Please contact Human Resources directly with additional questions: [HumanResources@MessiahLifeways.org](mailto:HumanResources@MessiahLifeways.org) or 717.790.8228.

Or, use the "Ask Here" section in Paycom (looks like a ? in a speech bubble at the top) -- simply select "New Message", and "Covid19 Vaccine Mandate" as your question category. A member of the HR team will respond as soon as possible.